The Family Educational Rights and Privacy Act ("FERPA") provides certain rights to parents and eligible students (18 years of age or older) with respect to the student’s education records.

A. **Inspection of Records**
   Parents/eligible students may inspect and review the student’s education records within 45 days of making a request. Such requests must be submitted to the Superintendent or building administrator in writing and must identify the record(s) to be inspected. The Superintendent or building administrator will notify the parent/eligible student of the time and place where the record(s) may be inspected. Parents/eligible students may obtain copies of education records at a cost of $.25 per page. Mailing will be provided at the actual postage cost.

B. **Amendment of Records**
   Parents/eligible students may ask Regional School Unit 78 to amend education records they believe are inaccurate, misleading or in violation of the student’s right to privacy. Such requests must be submitted to the Superintendent or building administrator in writing, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the Superintendent or building administrator decides not to amend the record as requested, the parent/eligible student will be notified of the decision, their right to request a hearing, and information about the hearing procedure.

C. **Disclosure of Records**
   Regional School Unit 78 must obtain a parent/eligible student’s written consent prior to disclosure of personally identifiable information in education records except in circumstances as permitted by law.

1. **Directory Information**
   Regional School Unit 78 designates the following student information as directory information that may be made public at its discretion: name, participation and grade level of students in officially recognized activities and sports, height and weight of student athletes, dates of attendance in the school unit, and honors and awards received. Parents/eligible students who do not want Regional School Unit 78 to disclose directory information must notify the Superintendent in writing by September 15 or within thirty (30) days of enrollment, whichever is later.

2. **Military Recruiters/Institutions of Higher Education**
   Military recruiters and institutions of higher education are entitled to receive the names, addresses and telephone numbers of secondary students and Regional School Unit 78 must comply with any such request, provided that parents have been notified of their right to request that this information not be released without their prior written consent. Parents/eligible students who do not want Regional School Unit 78 to disclose this information must notify the Superintendent in writing by September 15 or within thirty (30) days of enrollment, whichever is later.
3. School Officials with Legitimate Educational Interests
   Education records may be disclosed to school officials with a “legitimate educational
   interest.” A school official has a legitimate educational interest if he/she needs to
   review an education record in order to fulfill his/her professional responsibility.
   School officials include persons employed by Regional School Unit 78 as an
   administrator, supervisor, instructor, or support staff member (including health or
   medical staff and law enforcement unit personnel); members of the Board of
   Education; persons or companies with whom Regional School Unit 78 has contracted
   to provide specific services (such as attorneys, auditors, medical consultants,
   evaluators, or therapists); and parents, students and volunteers serving on an official
   committee (such as a disciplinary or grievance committee) or assisting a school
   official in performing his/her professional responsibilities.

4. Other School Units
   As required by Maine law, Regional School Unit 78 sends student education records
   to a school unit to which a student applies for transfer, including disciplinary records,
   attendance records, special education records and health records (except for
   confidential health records for which consent for dissemination has not been
   obtained).

5. Health or Safety Emergencies
   In accordance with federal regulations, Regional School Unit 78 may disclose
   education records without prior written consent in a health and safety emergency to
   any person whose knowledge or the information is necessary to protect the health or
   safety of the student or other individuals.

6. Other Entities/Individuals
   Education records may be disclosed to other entities and individuals as specifically
   permitted by law. Parents/eligible students may obtain information about other
   exceptions to the written consent requirement by request to the Superintendent or
   building administrator.

D. Complaints Regarding School Department Compliance with FERPA

Parents/eligible students who believe that Regional School Unit 78 has not complied with the
requirements of FERPA have the right to file a complaint with the U.S. Department of
Education. The office that administers FERPA is:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

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